

Date _____

Effective Term _____

Hollins University
Pass/Fail/Audit/STS Form

Last Name _____ First _____ Hollins Email: _____

Student ID _____ Class Year _____ Major _____

CRN	Subject	Course #	Section	Cr Hrs	Please Check		Instructor's Signature
					P/F	Audit	

- NOTES:**
1. Pass/Fail option in the major/minor field is not available.
 2. The grade of Pass **is not** included in the computation of the grade point average.
 3. The grade of Fail **is** computed in the grade point average.
 4. Students must have 14 graded credits to be eligible for honors that term.
 5. Instructor's **and** Advisor's signatures are required.
 6. Pass/fail courses may affect eligibility for graduation honors. See catalog for minimum number of graded credits required to be eligible to graduate with institutional honors.

Student's Signature_____
Advisor's Signature_____
Printed Name of Advisor**SHORT TERM SUBSTITUTION** (option available for extenuating circumstances only)

CRN	Subject	Course Number	Section	Instructor's Signature

- NOTES:**
1. Short term credit **is not** included in the overall 128 minimum credits required for a bachelor's degree.
 2. Short term substitution courses cannot be major/minor courses and will not satisfy general education requirements.
 3. Short term substitution courses **must** be 4 credits.
 4. First-year students are required to live on campus and take a class during short term unless they are participating in a travel program (TRIP). See academic catalog for more information.
 5. Short term grades are recorded as PD (pass with distinction), P. (pass), or F (fail).
 6. Instructor's **and** Advisor's signatures are required.
 7. **Registrar approval required** to determine if course substitution is appropriate. If it is not deemed appropriate you will be contacted via e-mail.

Student's Signature_____
Advisor's Signature_____
Printed Name of Advisor